

Amanda McGee

From: Kay Fields <kay.fields@cherokeecounty-nc.gov>
Sent: Tuesday, June 12, 2018 3:23 PM
To: Cathy Hurt
Subject: FW: [External] Retention Schedule For Day Sheets

Per our discussion.

From: Black, Wayne E [mailto:Wayne.Black@dhhs.nc.gov]
Sent: Tuesday, June 12, 2018 3:05 PM
To: Kay Fields <kay.fields@cherokeecounty-nc.gov>
Cc: Black, Wayne E <Wayne.Black@dhhs.nc.gov>
Subject: FW: [External] Retention Schedule For Day Sheets

Forwarding the information below. Thanks! WB

Wayne E. Black
Director
Division of Social Services
NC Department of Health and Human Services

Office: 919-527-6336
Fax: 919-334-1018
wayne.black@dhhs.nc.gov

820 S. Boylan Ave., McBryde Building
2401 Mail Service Center
Raleigh, NC 27699-2401

[Twitter](#) | [Facebook](#) | [YouTube](#) | [LinkedIn](#)

From: Dixon, Carlotta
Sent: Tuesday, June 12, 2018 3:01 PM
To: Black, Wayne E <Wayne.Black@dhhs.nc.gov>; Stegenga, Richard A <Richard.Stegenga@dhhs.nc.gov>; Sommese, Kathy <kathy.sommese@dhhs.nc.gov>
Cc: Lawrence, Steven B <Steven.Lawrence@dhhs.nc.gov>
Subject: RE: [External] Retention Schedule For Day Sheets
Importance: High

Hi,
The new Record Retention Officer is Steven Billy Lawrence.
I am copying him on this email.

In the meantime, below is the link and a print screen of where to find the record retention for Day Sheets within the County Social Services Record Retention Manual, pages 57 & 59.

https://files.nc.gov/dnrcr-archives/documents/files/county_social_services_20160928.pdf

Thanks Carlotta

county_social_services_20160928.pdf (SECURED) - Adobe Acrobat Pro 2017

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STANDARD 7: PROBLEMS/OPERATIONAL RECORDS-ADULT SERVICES

ITEM #	RECORD/HOUSE TYPE	DISPOSITION INSTRUCTIONS	CREATION
3.	ADULT DAY CARE AND DAY HEALTH SERVICES CASE RECORDS	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Inspector that the records are released from all audits, reports, or other official actions. ¹ Includes service records, forms, narratives, and other related records.	Authority: DHHS Adult Services Confidentiality: G.L. § 308A-40
4.	ADULT IN-HOME SERVICES CASE MANAGEMENT RECORDS	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Inspector that the records are released from all audits, reports, or other official actions. ¹ Includes referral and eligibility documents, substantiation forms, decision notices, assessments, service plans, communications, monthly reviews, referrals, and ^{including} wage records, and other related records.	Authority: DHHS Family Services Manual, Volume V, Chapter VIII Confidentiality: G.L. § 308A-40
5.	ADULT PROTECTIVE SERVICES CASE MANAGEMENT RECORDS	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Inspector that the records are released from all audits, reports, or other official actions. ¹ Includes referral and eligibility records, departmental reports, policies, court orders, evaluations, case decisions, notice documentation, and other related records.	Authority: DHHS Adult Protective Services Manual Confidentiality: G.L. § 308A-40
6.	ADULT SERVICES MASTER INDEX	Destroy in office when reference value ends. ¹ Agency Policy: Destroy in office after _____	Confidentiality: G.L. § 308A-40

¹ No destruction of records may take place if audits or inspection are pending or reasonably anticipated. See ADULT, CHILD PROTECTORATE, AND OTHER OFFICIAL ACTION, page 10.

² See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that *Human and Cultural Resources* has retained with the disposition instruction, "Destroy when reference value ends." Please use the space provided. *Human and Cultural Resources* may only open a file if requested by Department of Health and Human Services - Office of the Inspector that the records are released from all audits, reports, or other official actions. Transfer records required in litigation to *Litigation Case Records*, page 16, Annex A.

Start

13 / 133 56.8% 100% 3D View

From: Black, Wayne E
Sent: Tuesday, June 12, 2018 2:20 PM
To: Stegenga, Richard A <Richard.Stegenga@dhhs.nc.gov>; Dixon, Carlotta <carlotta.dixon@dhhs.nc.gov>; karhy.sommese@dhhs.nc.gov; Black, Wayne E <Wayne.Black@dhhs.nc.gov>
Subject: Fwd: [External] Retention Schedule For Day Sheets

Does one of you have this? Thanks! WB

Sent from my iPhone

Begin forwarded message:

Resent-From: <SRS0=6Oeb=l6=cherokeecounty-nc.gov=kay.fields@securence.com>
From: Kay Fields <kay.fields@cherokeecounty-nc.gov>
Date: June 12, 2018 at 1:55:02 PM EDT
To: "Black, Wayne E" <Wayne.Black@dhhs.nc.gov>
Subject: [External] Retention Schedule For Day Sheets

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Have you had a chance to find out who I need to contact to find out the retention schedule for day sheets?

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized State official. Unauthorized disclosure of juvenile, health, legally privileged, or otherwise confidential information, including confidential information relating to an ongoing State procurement effort, is prohibited by law. If you have received this email in error, please notify the sender immediately and delete all records of this email.

From: [Fields, Patricia G](#)
To: [Renee McLean](#)
Subject: OST Response Medicaid Record Retention for Report?
Date: Thursday, June 14, 2018 7:26:10 AM

Hello Renee,

The retention schedule is determined by NC Controller's Office and can be found on their website.

Use this link: [NC Records Retention http://www.stateschedules.ncdcr.gov/](http://www.stateschedules.ncdcr.gov/)
<https://www.ncdohhs.gov/providers/provider-info/mental-health/records-management>

Special reminders about record retention and disposition:

- The schedules only apply to original documents, not copies.
- The schedules apply to all aspects of conducting state business, administrative, financial and management records, not just to consumer records.
- When a document falls under two different retention schedules, the stricter schedule applies.
- The funding source often determines how long a record must be retained.
- Records associated with federally funded grant programs shall be retained for at least 10 years and for three years after the program has ended, provided the organization had a clean audit. DMA-PI and the Medicaid Investigations Unit can go back up to 10 years to investigate or to request recoupment of funds.

Contact

If there are records management or records retention questions, please contact
cynthia.coe@dhhs.nc.gov.

If you have any questions, do not hesitate to contact me.

Patricia Fields
Operational Support Team Representative
Division of Medical Assistance
NC Department of Health and Human Services

Office: 828-738-8468
Fax: 919-510-4389
Patricia.fields@dhhs.nc.gov

Post Office Box 110606
Durham, NC 27709

From: Renee McLean [mailto:renee.mclean@cherokeecounty-nc.gov]
Sent: Tuesday, June 12, 2018 11:06 AM
To: Fields, Patricia G <Patricia.Fields@dhhs.nc.gov>
Cc: Kay Fields <kay.fields@cherokeecounty-nc.gov>
Subject: [External] RECORD RETENTION

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TRISH,

WE ARE WORKING TO SCAN ALL INFORMATION IN OUR FILE ROOM AND DESTROY OLD REPORTS, AS ALLOWED. CAN YOU ADVISE THE RETENTION ON NOTICE REGISTER REPORTS AND CASEWORKER SUPERVISOR REPORTS? IF YOU ARE UNABLE TO ADVISE, DO YOU HAVE A SUGGESTION OF WHO WE COULD CONTACT? THIS IS OF UPMOST IMPORTANCE DUE TO NEEDING EXTRA SPACE FOR OFFICES IN OUR COUNTY.

THANK YOU FOR YOUR HELP!

Renee' B. McLean
Cherokee County Department of Social Service
Universal Supervisor II
4800 W. Hwy 64
Murphy, NC 28906
Phone (828)837-7455 ext 240
Fax (828)837-9789

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From: [Black, Wayne E](#)
To: [Stegenga, Richard A](#); [Dixon, Carlotta](#); [karhy.sommese@dhhs.nc.gov](#); [Black, Wayne E](#)
Subject: Fwd: [External] Retention Schedule For Day Sheets
Date: Tuesday, June 12, 2018 2:19:45 PM

Does one of you have this? Thanks! WB

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From: [Dixon, Carlotta](#)
To: [Kay Fields](#)
Cc: [Lawrence, Steven B](#); [Black, Wayne E](#); [Stegenga, Richard A](#); [Sommese, Kathy](#)
Subject: RE: [External] Retention Schedule For Day Sheets
Date: Monday, June 25, 2018 4:30:51 PM
Importance: High

Good Afternoon Kay,

I am glad we were finally able to connect from phone tag.

All federal funding programs have a **maximum** retention schedule of 3 years according to Code of Federal Regulations (CFR) Part 200.333.

NC State Archives Record Retention requirements from the link below reflect a **minimum** retention of the end of every fiscal year.

Hope this helps, Carlotta

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Subject: RE: [External] Retention Schedule For Day Sheets
Date: Monday, June 25, 2018 4:30:00 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
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Amanda McGee

From: Kay Fields <kay.fields@cherokeecounty-nc.gov>
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Importance: High

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From: Renee McLean
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